

CITY OF MADERA

CITY CLERK

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under policy direction, plans, manages, oversees and directs the operations and services of the City Clerk's Office, which includes the performance of statutory duties and the preparation, posting and maintenance of agendas, minutes and records for the City Council as proscribed by statute; coordinates program activities with other City officials or outside agencies; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **City Clerk** is a City Council appointed management level class which oversees all functions and operations of the City Clerk's Office including records management and retention, production and publication of agendas and minutes for the City Council and a variety of commissions and boards, and elections related activities.

SUPERVISION RECEIVED/EXERCISED:

Receives policy direction from the City Council. Incumbents may provide direct supervision over office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts full responsibility for all City Clerk's Office activities and services including activities associated with the production, publication and maintenance of City records, agendas, and minutes relating to City Council and other board and commission activities.
- Develops, implements and maintains City Clerk's Office goals, objectives, policies and priorities for appropriate service areas; ensures that established goals and priorities are achieved.
- Reviews and evaluates service delivery methods and systems including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services.
- Keeps an accurate record of the proceedings of the City Council; updates the Municipal Code to reflect actions of the Council.
- Maintains records of bonds and trust deposits filed with or assigned to the City to guarantee improvements; assures proper release of bonds and deposits.
- Participates in meetings and conferences with other department administrators, public officials and agencies, private citizens and professional groups to discuss issues and resolve problems.

- Administers oaths or affirmations; certifies authenticity of municipal corporate documents for public officials, governmental agencies, courts and the general public including ordinances, resolutions, agreements, deeds and other official documents.
- Serves as the filing officer for statements of economic interest for designated employees, certain appointed officials, officeholders, candidates and committees; coordinates City Council, City Administrator, City Attorney and Planning Commissioner filings with the Fair Political Practices Commission.
- Provides a variety of information-gathering and records-retrieval research services to the public and public officials regarding elections, local government legislative processes and actions, municipal corporate history and Fair Political Practices Commission filings.
- Represents the City Clerk's Office to other programs and organizations; coordinates program activities with other City programs and organizations.
- Serves as a resource for program personnel, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attends and participates in professional and community meetings as necessary; stays current on issues relative to the field of municipal records management, elections and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer key board. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone service and communicating in person.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **City Clerk**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience providing executive secretarial support or management of complex records, and a high school diploma or equivalent. College-level study in secretarial science, business or public administration is highly desirable.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license. Possession of a Certified Municipal Clerk certification is desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Applicable federal law; elections and government code relating the production, publication, posting and retention of public records; Fair Political Practice Act requirements for conflict of interest filings; principles of office administration, management, supervision, public relations, training and performance evaluations; modern office practices, procedures, and equipment.

Ability to:

Plan, organize, and perform the duties of the City Clerk's Officer; accurately index, file, certify and maintain records; prepare, post and maintain public documents and notices in compliance with legal requirements; meet public officials and private citizens, provide information, and organize material in compliance with laws, regulations, policies and procedures; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; type accurately from clear copy at a rate of 65 words per minute.